

25X1A6a [REDACTED]

16 January 1956

MEMORANDUM FOR: Director of Communications

SUBJECT: Labor Support for the Records Center / [REDACTED]

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REFERENCE: Memo to Director of Communications, SUBJECT: "1954-55 Workload at [REDACTED] without Compensating Increase in Manpower", dated 6 Jan. 1956, Paragraph 3, b.

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1. This memorandum is focused specifically upon the situation which has arisen at [REDACTED] since the relocation of the Records Center to the [REDACTED] in June 1955. A brief review of the labor situation which existed at the former site in [REDACTED] changes in this situation which were necessitated by relocation to [REDACTED] and present and potential conditions to be faced by its operation as a component of [REDACTED] are hereafter described.

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2. While at [REDACTED] the following procedure, as described to the undersigned by the present Chief of the Records Center / [REDACTED] was in effect relative to supplying the manual labor required for loading trucks at Agency components, transporting cartoned materials to [REDACTED] and the unloading and storing of these materials on Records Center shelves.

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a. Trucks were requested and dispatched from [REDACTED] to proceed directly to specified Agency components in Washington. Laborers accompanied these trucks from [REDACTED]. The latter accomplished the transfer of cartoned materials from Agency components to the trucks, transported them to the Records Center at [REDACTED] where they unloaded these materials and placed them on Records Center shelves. They likewise accomplished the manual work of shifting cartons when necessary from one location to another within the Records Center and after finishing their work at [REDACTED] returned to [REDACTED] with their trucks. This procedure alleviated the necessity of the inclusion of a permanent labor force in the TO of the Records Center. Although I am informed that a request was initiated by the Records Center within the past two years for the increase of their TO to include two (2) laborers for this purpose, the increase was denied for the apparent reason that the above described procedure was considered reasonably adequate. Accordingly, no labor force was transferred to [REDACTED] when the physical relocation of the Records Center operating corps of twelve (12) individuals took place during June 1955.

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25X1A6a 3. In preparation for the move of the Records Center records and shelving to [REDACTED] agreed to supply, as an extra-ordinary measure, sufficient [REDACTED] maintenance personnel from the Engineering Division / [REDACTED] to unload and place cartoned materials on the shelves until the move had been completed. The move which in time encompassed approximately seven (7) weeks was handled on a priority basis for [REDACTED] maintenance personnel who were withdrawn from their regular duties for this period which latter duties were postponed pending completion of the transfer. 25X1A6a 25X1A6a

25X1A6a a. Recourse to the use of [REDACTED] maintenance personnel was dictated by [REDACTED] and security measures as GSA personnel would otherwise have been involved in the move, and it was deemed necessary to restrict work to intra-Agency personnel.

25X1A6a 4. The transfer of the Records Center to [REDACTED] precluded the 25X1A6a former use of [REDACTED] labor personnel previously made possible by the proximity of [REDACTED] to Washington headquarters. No provision was made for maintenance or labor personnel within the Records Center TO transferred from Agency Headquarters to [REDACTED] 25X1A6a

25X1A6a a. As the result of a Staff Study and Report prepared by the Management Staff, Office of Logistics, one (1) of the five (5) new positions authorized under a new ceiling of one hundred and sixty one (161) was that of a janitor for the Records Center. However, this increase of five (5) was later cancelled. Since that cancellation, janitorial services in the Records Center building are being performed as an additional duty of the former janitorial force at [REDACTED] which has required a "stretch-out" to cover this function. This part time assignment, wherein 20,662 square feet of floor space and 687 sections of steel shelving and boxes require cleaning and dusting, is necessarily makeshift in the overall end result. It likewise detracts from the care given to other physical facilities.

25X1A6a 5. With the exception, as cited above in paragraph 3, where [REDACTED] contracted to furnish labor at [REDACTED] to assist in the accomplishment of the original move of the Records Center into their new building at [REDACTED] 25X1A6a 25X1A6a there was no agreement entered into whereby [REDACTED] would continue to furnish labor for the internal operation of the Records Center when established at [REDACTED] A self contained operating unit was to be transferred in toto from [REDACTED] [REDACTED] was to accept command 25X1A6a responsibilities for this new operation, with technical supervision to be supplied by the Records Management Staff / Agency Headquarters. Support was to be rendered to include supply, maintenance, construction, repair and administration.

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a. The TO of the Records Center as it was transferred to [REDACTED] was to be sufficient for the operation thereof; and no provision was made to increase the TO and ceiling of the [REDACTED] organization to include additional labor or maintenance personnel for this internal operation. As is reported in paragraph 4, a, above, even the authorization for a janitor for the Records Center building was cancelled.

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6. However, for the six (6) months from July to the close of December 1955, [REDACTED] has furnished labor for the actual operation of the Records Center to a total of 377 man hours. This is equivalent to the employment of one laborer, specifically at the Records Center for 9½ weeks.

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a. The memorandum to the Director of Communications as referenced at the outset of this supplementary memorandum describes what is occurring at [REDACTED] by reason of the increased workload, of which the Records Center operational labor demands have become a part.

7. The Chief, Records Center / [REDACTED] is aware of this condition which he describes in the attached Memorandum to the undersigned, dated 8 December 1955, SUBJECT: "Procurement of Laborer for Records Center". His need for the permanent assignment of laborer personnel to the TO of the Records Center is cogently and factually described and based upon existing standards developed by GSA for similar operations.

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a. The Marketability of the use of the [REDACTED] Records Center as a records repository has been steadily enhanced among the Agency components at Headquarters as a direct result of their inspection of the premises coupled with the speedy and efficient service these components receive in processing their records into economical storage and out to the component when called for. This service is paramount to ensure the continuing and increasing use of the Records Center facilities. A slow down or break down in this service would tend to discourage the use of the Records Center by Agency components and defeat its purpose for being.

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b. However, with the increasing workload placed upon maintenance and labor force by all components lodged at [REDACTED] in addition

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c. An instance of how important the use of [REDACTED] labor force has become to the expected efficient operation of the Records Center is contained in the attached memorandum to the [REDACTED] from Mr. [REDACTED] Chief, [REDACTED] SUBJECT: "Records Center Facilities" dated 12 Dec. 1955 and received through channels at [REDACTED] on 9 Jan. 1956. Due to other requirements placed upon the [REDACTED] labor force,

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we were not able to voluntarily help them in their operation as we had stretched our resources to do heretofore. Of the specific instance of a shipment mentioned in paragraph 1, of that communication, the Chief of the Engineering Division / [REDACTED] was advised by the Chief, Records Center / [REDACTED] at approximately 1600 hours on Friday, 2 December 1955 of the shipment to be made to the Records Center by [REDACTED] on Tuesday, 6 December 1955. Immediately upon receipt of this information the Chief, Engineering Division / [REDACTED] reported personally to the undersigned that other scheduled work would not permit assignment of sufficient personnel on 6 December 1955 to help the Records Center accomplish the unloading and storage operation. The undersigned immediately advised the Chief, Records Center / [REDACTED] of this situation and requested that he advise the Chief, [REDACTED] as soon as possible so that other labor personnel could be provided to accompany the shipment. This was accomplished at 1630 hours. As may be noted, action in giving prior notification of [REDACTED] inability to supply a labor force for this movement from [REDACTED] to the Records Center was taken immediately upon our Engineering Division's notification of the need for this labor.

4. The Chief, Records Center / [REDACTED] informed the undersigned that he had talked with the Chief, [REDACTED] at Headquarters on 2 December 1955 relative to the inability of our Engineering Division to supply an adequate labor force. He, likewise informed this office of the inconvenience which the Chief, [REDACTED] stated this would cause. Accordingly, this office requested the Chief, Records Center to ask the Chief, [REDACTED] to address a memorandum to the [REDACTED] describing the situation experienced by the Office of [REDACTED] to document the need for inclusion of labor personnel in the Records Center TO, for efficient self-contained operation of that [REDACTED] component.

7. At this point, it would seem pertinent to describe another difficulty experienced by the maintenance force of the Engineering Division / [REDACTED] in supplying operational labor for the Records Center.

a. The timing of arrival and unloading of Headquarters components' shipments at [REDACTED] serves to disorganize the scheduling of regular and special projects for our maintenance force.

[REDACTED] must be "pulled off" their daily scheduled jobs where they have been working at any of our locations, and returned to the Records Center when the trucks arrive. There they work in the unloading and placing of shipments on the shelving until 1230 hours which is lunch time. They return to work at 1300 hours and usually finish the work at the Records Center from 1530 to 1600 hours. There is but an hour remaining until the work day ends at 1700 hours. It can readily be seen that their return to their regular work is for short duration

and is tantamount to a wasted hour when travel and the time it takes to get started again is taken into consideration. Actually, from 1 to 2 hours working time is consumed in addition to that spent working at the Records Center proper with the resultant interruption to regular scheduled work.

b. Attached hereto for your information as to the scope of present, projected and potential work to be accomplished by the Engineering Division / [REDACTED] is a descriptive listing.

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8. In fine, we are presently forced to spread our maintenance labor elastically, viz the referenced memorandum to you, in our attempt to support our components. However, it is my considered opinion that there is a line of demarcation between the function of "support" and "operation", and that the latter is definitive of the work required at the Records Center / [REDACTED]. We have disregarded adherence to the exact definition in the past, as described in paragraph 6 above, in the interest of assisting wherever possible. It would appear that a misconception of what represents our actual "support" function is inherent in paragraph 3 of the attached memorandum from the Chief, [REDACTED].

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a. When the Records Center was transferred to [REDACTED], it was understood by the then [REDACTED] and the Chief, Engineering Division / [REDACTED] that it was to be self-contained unit equipped to handle its operation. The fact that the change in location, plus the former denial of their request for labor personnel, now finds the Records Center too inadequate for its unit operation, does not place the weight of correction of this inadequacy upon the labor maintenance force of the Engineering Division / [REDACTED]. Rather, it is my belief that the correction should now be effected by increasing the TO of the Records Center which was not accomplished prior or subsequent to its transfer to [REDACTED].

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9. As a component of this installation, I am definitely interested in its efficient operation and, therefore, have prepared this memorandum to you outlining the developments so that you will possess the necessary background information prior to a personal discussion of the matter with you at your future convenience.

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Attachments (3)